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Transferable Skills Survey

Communications Skills

- ☐ Speak effectively
- ☐ Write concisely
- ☐ Listen attentively and objectively
- ☐ Facilitate group discussions
- ☐ Present ideas effectively to large and small groups
- ☐ Read or speak another language
- ☐ Use the internet and e-mail to present and exchange information
- ☐ Communicate well with diverse groups
- ☐ Express opinions and preferences respectfully

Research & Planning Skills

- ☐ Identify problems and needs
- ☐ Investigate and report findings
- ☐ Manage obstacles with persistence
- ☐ Utilize the web to conduct research
- ☐ Compile numerical/statistical data
- ☐ Create innovation solutions to complex problems

Leadership & Management Skills

- ☐ Lead or direct a team
- ☐ Consult and recommend solutions
- ☐ Appraise and evaluate work of others
- ☐ Coach, guide, encourage individuals to achieve goals
- ☐ Facilitate conflict management
- ☐ Delegate responsibility
- ☐ Initiate new ideas

Human Relations/Interpersonal Skills

- ☐ Develop rapport
- ☐ Sensitive to the needs of others
- ☐ Convey feelings appropriately
- ☐ Provide support for others
- ☐ Collaborate effectively with others to achieve goals
- ☐ Motivate people into action
- ☐ Interact and appreciate people from diverse backgrounds
- ☐ Assess learning styles and respond accordingly
- ☐ Maintain group cooperation

Work Survival Skills

- ☐ Cooperate with all levels in group or organization
- ☐ Manage time effectively
- ☐ Attention to detail
- ☐ Enlist help when necessary
- ☐ Accept responsibility
- ☐ Set and meet deadlines
- ☐ Successfully juggle multiple demands
- ☐ Prioritize tasks

Taken in part from: "76 Career Related Liberal Arts Skills" by Paul Breen, American Association of Higher Education Bulletin, October 1981.
http://www.d.umn.edu/kmc/student/loon/car/self/career_transfer_survey.html